



PURCHASE ORDER

PO Number: 303-1-0400

Requisition Number: 303-1-00927

Order Date: 1/19/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Parking Garage R, Warehouse

1706 San Jacinto Blvd.

Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17430851307

V-QUEST OFFICE MACHINES & SUPPLIES LTD

4159 E STATE HIGHWAY 29 STE A

GEORGETOWN, TX 786263810

Michelle Sandoval

Phone:512-763-8800, Fax:512-763-8803

michelle.sandoval@v-questtx.com

Printer for Home Use During COVID Situation

Pricing as per attached quote

Description DIR Contract No. DIR TSO 4159

TFC Contact:

Archana Sastry, (512) 463-2743

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
HP LaserJet Pro M203dw Printer HEWG3Q47A						
NIGP Class: 204						
NIGP Item: 77	1	EA	\$131.69	1/15/2021	3/15/2021	\$131.69
Object Class: 377						
Reimbursement Type: Not Reimbursable						
Notes: For Archana Sastry - Home Use						
HP 30A Toner Cartridge HEWCF230A	1	EA	\$50.25	1/15/2021	3/15/2021	\$50.25

NIGP Class: 203
NIGP Item: 72
Object Class: 300
Reimbursement Type: Not Reimbursable

Grand Total \$181.94

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2021
Division	Finance
Program	Internal Procurement
Phone	5124632743
Org Code	0207 - Internal Procurement
Type of Purchase/PCC Code	'I' DIR Contract Non-Bulk Purchase
Work Order Number	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____
 Sastry, Archana - CTCM, CTPM, 5124632743

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)